



Halifax Community College
Board of Trustees
Board Meeting
November 18, 2008
Administration Board Room

Members Present:

Dr. Stanley Edwards, Chairman
Rev. Robert Knight
Frank Avent III, Vice Chairman
Cary Whitaker
Reggie Baird
Rachel Hux
Lillie J. Solomon
Helen Brown
Jay Baker
Theresa Raymond, SGA

Members Absent:

Bernella DeLaMora
Jack Boseman
David Cairns

Others Present:

Dr. Ervin Griffin, Sr., President
Deborah Armstrong, Vice President Administrative Services
Thomas Schwartz, Vice President Institutional Advancement
Joy Cooley, Vice President Instructional Services
Vera Palmer, Dean of Con. Ed./Community Services
Barbara Bradley-Hasty, Dean of Student Services
John Stams, Faculty Senate Chair
Jennifer Jones, Administrative Assistant
Jason Stewart, Director of The Centre
Mitchell Robinson, Controller
Dr. Pocahontas Jones, Dean of Curriculum Programs
Rob Banks, Contractor
Pat Monical, Institutional Research
John Foriest, JobLink, Satellite Manager
Carolyn Stuart, Director of Counseling Services
Donna R. Rasco, Attorney

Call to Order

Chairman Edwards called the meeting to order at 10:00 a.m. President Griffin checked the attendance of the Board and Trustee Robert Knight delivered the invocation.

Introductions of Visitors

President Griffin asked all visitors present to introduce themselves. A Certificate of Appreciation was presented to John Foriest, JobLink, Satellite Manager for the awarding of a Turning Point Workforce Development Grant.

Ethics Statement

Chairman Edwards read the Ethics Statement and the Board responded with no conflicts of interest.

Trustee Business

Chairman Edwards announced that Trustees David Cairns and Bernella DeLaMora would not be attending the meeting. He also announced that Attorney Lamar's wife was very ill and suggested that everyone keep her in their prayers.

Approval of Agenda

President Griffin asked that information regarding a roof replacement for the 300 building be added to the agenda. Trustee Cary Whitaker made a motion to approve the November 18, 2008 agenda with additional information regarding a roof replacement for the 300 building. Trustee Jay Baker seconded the motion and the motion was carried.

Approval of Minutes

Trustee Reggie Baird made a motion to approve the minutes of the October 28, 2008 regular meeting. Trustee Cary Whitaker seconded the motion and the motion was carried.

ACCT Leadership Conference-New York

Chairman Edwards gave an overview of the ACCT Leadership Conference. He expressed how grateful he was to receive his award and thanked the Board for their support.

Committee Reports

Trustee Cary Whitaker reported that he was appointed as Chair of the Finance Committee in a telephone conference meeting on November 16, 2008. He also stated that the committee would be planning another meeting soon. There were no other committee reports given.

Announcements

Chairman Edwards reminded the Board that the 2008 Holiday Dinner is scheduled for December 17, 2008, at Timeless Tea in Roanoke Rapids, at 6:00 p.m. He encouraged each member to invite their spouses/significant others to enjoy an evening of festivities.

President's Report

President Griffin provided information highlighting the 2007-2008 HCC campus events.

Highlights included:

- HCC Grants Received
- Community Outreach Events
- Continuing Education Career Readiness Program
- Additional State Board Funding for a Career Readiness Certificate through Continuing Education for Caledonia Corrections
- Vice President Search
- Doc M. Brown Post Office Dedication Reception

President Griffin concluded his report with information regarding the budget cuts for the upcoming year and expressed his appreciation to the Board, Faculty, Staff, Students and the Community for their support to the College.

Trustee Lillie Solomon made a motion to accept the November 18, 2008 President's Report and Trustee Frank Avent seconded the motion. The motion was carried.

Action Items

Operating Agreement between the Foundation and the Trustees

The Board of Trustees reviewed the Operations Policy submitted to them from the HCC Foundation Board. The policy approved by the HCC Foundation Board on October 23, 2008 is intended to capture the relationship that already exists between the Foundation and the Trustees.

Trustee Lillie Solomon made a motion to approve the operations policy between the HCC Foundation and the HCC Board of Trustees. Trustee Frank Avent seconded the motion and the motion was carried.

HCC Foundation Naming Policy

The Trustees previously reviewed the HCC Foundation Naming Policy submitted by the HCC Foundation Board. The Foundation Board approved the HCC Foundation Naming Policy on October 23, 2008.

Trustee Reggie Baird made a motion to approve the HCC Foundation Naming Policy. Trustee Lillie Solomon seconded the motion and the motion was carried.

300 Building Roof Replacement (Addition to Agenda)

Vice President Deborah Armstrong advised that the Halifax County Board of Commissioners had awarded HCC over \$67,000 for roofing repairs. Rob Banks, Contractor, explained the conditions of the roof of the 300 building and how repairs can be made. Vice President Armstrong asked the Board to approve the recommended repairs using only the funding granted by the County.

Trustee Reggie Baird made a motion to approve the recommended repairs with the acceptance of the lowest bidding contractor, Freeman Roofing, Inc., to complete the repairs. Trustee Jay Baker seconded the motion and the motion was carried.

Informational Items

Instructional Services

Vice President Joy Cooley presented the 2007-2008 Fact Book for review. Several pages were reviewed regarding information concerning HCC's statistics of enrollment along with the calculated FTE. Vice President Cooley also provided information regarding Institutional Effectiveness and provided an update regarding faculty participation in program evaluations.

Administrative Services

Financial Update

Vice President Deborah Armstrong answered all inquiries regarding the monthly State and County financial reports along with a report on The Centre. The reports were previously mailed to the Board of Trustees. Vice President Armstrong provided additional information on the following topics:

- HCC Long Range Plan
- Thermostat Heating Control
- Gas Line Difficulty
- Budget Reversions
- 2008/2009 Budget
- AWS Contracting Update

Institutional Advancement

No Report

SGA

Theresa Raymond, SGA President, provided information regarding several events planned for the 2009 Spring Semester. Some of the events scheduled are listed as follows:

- Carman Battle's Appointment of SGA Treasurer
- Roanoke Rapids Parade
- Garysburg Parade
- Gaston Parade
- Blood Drive
- N4CSGA Eastern Division Meeting
- Parliamentarian Workshops

Announcements

Vice President Joy Cooley announced that she would be retiring on December 15, 2008. She expressed how honored she felt to have been a part of the HCC Family for twenty years.

President Griffin informed the Board of Trustees that he would be making a presentation to Halifax Commissioners on December 1, 2008 regarding the HCC Facilities Master Plan.

Closed Session

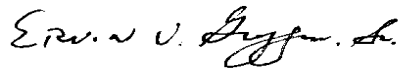
Trustee Frank Avent made a motion to go into closed session to discuss personnel and attorney client privilege (Article 33C, 143-318.11). Trustee Jay Baker seconded the motion and the motion was carried. The Board went into closed session at 12:30 p.m.

The Board reconvened the meeting at 1:03 p.m. with no information to report.

Trustee Lillie Solomon made a motion to adjourn the meeting and Trustee Rachel Hux seconded the motion. The motion was carried. The meeting was adjourned at 1:05 p.m.



Dr. Stanley Edwards, Chairman



Dr. Ervin V. Griffin, Sr., Secretary